

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 15-71**

**OPEN TO:** All Interested Candidates **OPENING DATE:** May 15, 2015  
**TITLE:** **USAID Development Program Assistant** **CLOSING DATE:** May 28, 2015  
**GRADE:** Full Performance Level FSN-09 (Trainee Grades: FSN-08) **AGENCY:** USAID  
**POSITION NO:** 80205-010 **LOCATION:** ISLAMABAD  
**SALARY:** Rs. 1,264,771 P.A. (Starting salary at the full performance level)  
**\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Development Program Assistant (Budget) for the Office of Energy (ENR) in Islamabad. At the full performance level, this position is classified at the FSN-09 grade level. However, a candidate who meets all of the qualification requirements of the position except the required five years of directly related experience may be selected and offered the position at a trainee grade level. The selected candidate will be offered a salary at the FSN-8 trainee grade level (Rs. 1,010,079 to Rs. 1,867,824 per annum) if the candidate has a minimum of four years but less than five years of directly relevant experience. At the full performance FSN-09 grade level, the salary range is Rs. 1,264,771 to Rs. 2,351,746 per annum in accordance with the current FSN Compensation Plan.

**QUALIFICATIONS REQUIRED AT TRAINEE GRADES FSN-8:** AT THE TRAINEE GRADE THE CANDIDATE MUST MEET THE SAME EDUCATIONAL AND LANGUAGE CRITERIA REQUIRED AT THE FULL PERFORMANCE LEVEL. HOWEVER, AT THE FSN-8 GRADE LEVEL, FOUR YEARS OF DIRECTLY RELEVANT WORK EXPERIENCE IS REQUIRED.

**BRIEF DESCRIPTION OF DUTIES:** The AID Development Program Assistant (Budget) position is located in the USAID/Pakistan Energy Office Islamabad. The primary purpose of the position is to provide strategic and technical advice on budget development and management. The incumbent will play a key role in managing the annual budget for the Energy Office, which is currently over 700 million dollars and providing guidance in developing the Resource Request, Annual Budget Submission (ABS), Operational Year Budget (OYB), pipeline data, and other related items required for the total development assistance program for the Energy Office. The incumbent will serve as the main point of contact to support and liaise with the Budget team under the Office of Program Management (OPM). As a “one-stop” customer service representative for the Energy Team, the incumbent will assist in developing the budget for the Energy Team, designing activities and tracking overall activity implementation with other team members. The incumbent will gather information, prepare documentation, perform statistical and budget analysis and report the counterparts in the Mission. The incumbent will play a major role in making decisions about funding allocations per project/program along with Contracting Officer’s Representative (COR)/Agreement Officer’s Representative (AOR) and Program Managers. The incumbent will also represent USAID’s Energy Office, managing the programs to help ensure they achieve the intended results.

**QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:**

**EDUCATION:** A minimum of a Bachelor’s degree or the host-country equivalent 14 years of formal education from an accredited institution in finance/accounting or in business administration with majors in finance or management is required.

**EXPERIENCE:** A minimum of five years of directly related, professional-level experience in finance, budget planning, and development assistance, management and evaluation, or closely related work that included the analysis and interpretation of complex data, and the presentation of findings in written form is required. Two years of this experience should have been with International organizations, other U.S. Government Agency, other donor agencies, host-government organizations, or private sector institutions in an English-language work environment.

**LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

**KNOWLEDGE:** In-depth professional-level knowledge and understanding of accounting principles, theories, practices, and terminology is required. Must have professional knowledge of the principles and accepted practices of governmental and business financial accounting, budgeting and reporting. Must also have a thorough knowledge of accounting and budgeting procedures that includes maintaining, reconciling, balancing and closing complex accounts. Must have a thorough knowledge of accounting policies, regulations and procedures of disbursements, reimbursements as well as of the principles and practices of cost accrual. Familiarity with the budget and accounting practices are required. Must be able to quickly acquire a working knowledge of organization's regulations, policies and procedures.

**ABILITIES & SKILLS:** Must have the ability to perform planning and budget analysis work. Must have excellent written and oral communication skills including high working knowledge of MS Excel. The ability to analyze accounting records and to determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts; and, to relate the purpose and objectives of projects to their costs and fiscal requirements is also required. Must be able to relate funds management to understand changes in strategic program priorities, its deadlines and their implications for budget management. Must be able to make appropriate adjustments to the financial plan. The ability to collect and analyze complex data and to prepare precise, accurate, and complete reports is also required. Ability to work effectively in a team environment and to achieve consensus on policy, project and administrative matters is demanded. Skill in the use of personal computers and in the use of relevant software programs including spreadsheets, databases, schedulers, and word processing programs is required. Computer skills may be tested during the recruitment process.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position.** Applications should be forwarded on the following email/mailling address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 28, 2015**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.